

## GUIDE FOR ASSIGNMENT OF DUTIES/RESPONSIBILITIES

### **Duties Per Area/Zone For Designated Evacuation Personnel, Including Alternates.**

If there are not enough personnel to fill all the roles, roles may be doubled where appropriate. If possible, Evacuation Personnel should be equipped with armbands or vest to indicate they are Evacuation Personnel and a flashlight to aid if the power has failed. ***Evacuation personnel should never be placed in imminent danger.***

#### **Agency/Entity/Facility:**

- Develop an emergency evacuation plan (include accommodations and assistance for those with mobility impairments).
- Educate staff (paid and volunteer) about evacuation procedures, policies and routes.
- Run evacuation drills that include staff and program participants.
- Train specific personnel in appropriate use of extinguishers (Note: consult with your local fire department about this issue. Some departments strongly advise against training staff to use extinguishers as it results in a deviation from the evacuation plan. Instead of leaving the building as expected, staff remain to “fight the fire” because they believe they have been trained to do so.)
- Post a map on each floor of each facility showing the specific exit route, and the location of stairways, fire alarms and extinguishers.

#### **Everyone’s Responsibilities**

- Be familiar with the emergency evacuation policies and procedures.
- Take action when the emergency announcement (alarm, intercom announcement) is made.
- Stop what you’re doing and move quickly to an exit.
- Congregate at the predetermined gathering point.
- Note mentally who is missing from your immediate group and report this to the person(s) in charge.
- Wait at the gathering point until you are cleared to return to the building.

#### **Staff Responsibilities**

- Know the layout of the building in which you work.
- Know where hazardous conditions or situations exist in your work area.
- Know the location of fire alarms, fire extinguishers and exits.
- Know how to test doors for safe passage prior to opening.
- Know where the staircases are and where they exit on the grounds.
- Know the location of the designated gathering point.
- Know the emergency phone numbers for fire, police, and EMTs.
- Know and fulfill your specific assignment(s).
- Participate in drills and training as required.

#### **Building Coordinator/Evacuation Warden Duties:**

- When alarm sounds or evacuation order is received, may need to contact Floor Monitors to initiate the evacuation process.
- Go to the predetermined meeting place and wait for the Floor Monitors to arrive. All Floor Monitors check in with Building Coordinator/Evacuation Warden to report “all clear” or problems.
- Supervise assembly of Evacuation Personnel in the area.
- Contact Command Center/Emergency Responders (*fire department and/or law enforcement*) to report. Advise them of any problems there may be in the building. Be specific (i.e., disabled person on third floor in the designated emergency assistance location; fire spotted on second floor hallway outside of room 203. . .).
- Report to the Command Center/Emergency Responders, if areas were unable to be searched.

- Ensure all people from the area proceed to the designated meeting place to check in and wait for "all clear" to re-enter the building. *"All Clear" will come from the Command Center/Emergency Responders.*
- Complete a Building Evacuation Report.
- Remain available, as the investigating officers may need further information.

**Floor Monitor(s) Duties:** *Area should be searchable in 3 minutes or less.*

- Once the evacuation order is received, you must go through your assigned area to ensure that everyone evacuates. Check all rooms including rest rooms, conference rooms and remote areas, closing doors behind you. If your area is unsafe, do your best to determine if anyone is still there, without endangering yourself.
- Advise if any remaining employees or other persons on the floor about the emergency and the requirement to evacuate.
- If people are reluctant to leave, tell them they must leave because it is mandatory to do so. If they still refuse to leave, evacuate the area, and report their refusal to evacuate or problems to the Building Coordinator/Evacuation Warden.
- Notify Elevator Monitor and Stairwell Monitor that the floor is "clear" and proceed out of the building.
- Proceed to predetermined meeting/assembly place for your building: to get an updated status report from Office Monitors; and to report to the Building Coordinator/Evacuation Warden any observations from your assigned area.
- Remain available, as the investigating officers may need further information.

**Stairwell Monitor:**

- Inspect the assigned stairwell exit for possible heat and smoke conditions to ensure safe evacuation by that stairwell.
- Assist in the orderly evacuation of people down the stairwell.
- Instruct people to form single file lines into the stairwell, directs them to exit along the right side of the stairwell, and encourage calm evacuation.
- Stay at the designated elevator post until "cleared" by Office Monitor.
- Report any and all problems to the Building Coordinator/Evacuation Warden.

**Elevator Monitor:**

- Make sure no one uses the elevator.
- Direct people to the nearest stairway.
- Stay at the designated elevator post until "cleared" by Office Monitor.
- Report any and all problems to the Building Coordinator/Evacuation Warden.

**Disabilities Aide:**

- Assist any disabled individuals into the stairwell or other predetermined area of refuge.
- Report to the Building Coordinator/Evacuation Warden the location of the disabled individual so that the Building Coordinator/Evacuation Warden can inform the Command Center.

**Office Monitor Duties:**

- Help any persons needing assistance to the Designated Emergency Assistance Location (D.E.A.L.)
- Evacuate and proceed to the predetermined meeting place for your office
- Check for the presence of all those who were with you in your work office.
- If someone is missing, report it to your Floor Monitor or Building Coordinator at the predetermined meeting place or alternate location for your building.
- Do not return to the building until the "ALL CLEAR" announcement has been given through the Building Coordinator or his/her designee by University Police.